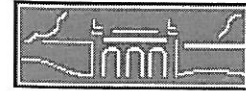




**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
March 12, 2015**



CONVENE:

Board President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on March 12, 2015 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Constance Lue, Vice President
Ann Penn, Secretary

Andy Lippman, Trustee
Rick Thomas, Trustee

Also Present

Mayor Pro Tem Diana Mahmud
Kristen Dubé, Friends Secretary
Steve Fjeldsted, Director of Library, Arts & Culture
Brendan Durrett, Measure L Representative
Sean Faye, Library Administrative Secretary

MINUTES: The minutes of the regular meeting of February 12, 2015 were reviewed – **MSC: Andy Lippman, Constance Lue – all approved**

PUBLIC COMMENTS: Former Library Board of Trustees President Brendan Durrett spoke about initiating this year's Measure L committee and campaign. Brendan Durrett said he will attend future Board of Trustees meeting to present updates as part of Public Comments. Current Library Board of Trustees President Ed Pearson asked for a distinction between the Board of Trustees and the Measure L Committee, to which Mayor Pro Tem Diana Mahmud replied that while there is close coordination between the groups, the Board of Trustees is governed by the Brown Act, while the Measure L Committee is not. Director of Library, Arts & Culture Steve Fjeldsted added that the Measure L Committee is completely separate from the Library and that the City Attorney, Teresa Highsmith, stated that there should not be any Action Items related to Measure L on Library Board of Trustees Agendas. He also said that the Trustees could receive reports about Measure L at their meetings. The City Attorney also warned of a possible perception of conflict of interest with more than two Trustees serving on the committee, saying it would be better if none are members. Director Fjeldsted said community members can still assist the effort even if they are not Measure L Committee members. Trustee Secretary Ann Penn withdrew her name from the committee and the committee will now have two Board members, Andy Lippman and Rick Thomas.

Secretary Penn observed that more people will be needed for the committee and President Pearson asked everyone present to communicate their suggestions with Brendan Durrett about other prospects to serve on the committee.

Brendan Durrett summarized that an initial meeting date, place, and chairperson need to be established, as well as the specific wording for the ballot that will be used. President Pearson thanked Brendan Durrett for his contributions.

[Brendan Durrett left the Board of Trustees Meeting at 7:28 p.m.]

ACTION ITEM:

1. **Selection of Honorees for Volunteer Recognition Luncheon** – Director Fjeldsted said that the Library Division Seniors were unanimous in their recommendations for which volunteers should be

honored at this year's Volunteer Recognition Luncheon: Genevieve Wong, who has volunteered for many years diligently and efficiently; and Ann Messana, as President of the Friends of the South Pasadena Public Library. Friends Secretary Dubé recommended Sharon Cockroft for her efforts for the Friends newsletter each month.

Motion by Library Board of Trustees Secretary Ann Penn, seconded by Trustee Andy Lippman, to honor Genevieve Wong, Ann Messana and Sharon Cockroft as Volunteers of the Year.

AYES: Pearson, Lue, Penn, Lippman, Thomas
NOES: None
ABSENT: None
ABSTAIN: None

2. **Selection of Date for Volunteer Recognition Luncheon** – Friday, April 10, 2015 and Friday, April 17, 2015 were considered for the Volunteer Recognition Luncheon. Trustee Lippman said that Linda Deutsch, the Keynote Speaker he had recommended, would only be available on April 10, 2015. Director Fjeldsted said that Stephen Gee, the Keynote Speaker he had recommended, would be available both on April 10, 2015 and April 17, 2015.

Motion by Library Board of Trustees Vice President Constance Lue, seconded by Trustee Secretary Penn, to hold the Volunteer Recognition Luncheon on Friday, April 10, 2015.

AYES: Pearson, Lue, Penn, Lippman, Thomas
NOES: None
ABSENT: None
ABSTAIN: None

3. **Selection of Keynote Speaker for Volunteer Recognition Luncheon** – Trustee Lippman had suggested this year's Volunteer Recognition Luncheon Keynote Speaker to be Linda Deutsch, a recently retired and highly regarded trial journalist. During the course of her 37 year career working for the Associated Press she covered cases involving Charles Manson, John DeLorean, Patty Hearst, the Menendez Brothers, Michael Jackson, O.J. Simpson, and Phil Spector. Trustee Lippman stated that she is a great public speaker and would provoke many questions from the attendees of the luncheon.

Director Fjeldsted had suggested Stephen Gee to be this year's Keynote Speaker. Stephen Gee presented an Author Night on 8/18/13 on "Iconic Vision," a book about Los Angeles architect John Parkinson. Based on the success of his Author Night in the Community Room, Stephen Gee has spoken at many functions since and is currently a reporter for Britain's version of *The Today Show*.

Vice President Lue enjoyed Stephen Gee's Author Night, but also expressed interest in Linda Deutsch and thought it would be an opportune time to hear from someone new. Secretary Penn said she thought that we were more likely to have a larger attendance if Linda Deutsch was the Keynote Speaker.

Motion by Library Board of Trustees Secretary Penn, seconded by Vice President Lue, to invite Linda Deutsch to be the Keynote Speaker at this year's Volunteer Recognition Luncheon.

AYES: Pearson, Lue, Penn, Lippman, Thomas
NOES: None
ABSENT: None
ABSTAIN: None

DISCUSSION ITEMS:

4. **Timetable – Volunteer Luncheon** – President Pearson addressed this Discussion Item out of order to continue the conversation about the Volunteer Recognition Luncheon. President Pearson then assigned the following responsibilities:
 - Name tags – Library Administrative Staff
 - Use of SPUSD Lot – Director Fjeldsted will ask permission of the School District.
 - Proclamation – Director Fjeldsted will receive this from City Hall and have it framed by Mission Framing.
 - Invitations & brochures – Trustee Rick Thomas volunteered his daughter's services as an artist to help with the development of the brochures. The Library Administrative Staff will also contribute their efforts. Director Fjeldsted will develop and coordinate brochure.
 - Mailing of invitations – Secretary Penn
 - RSVP Follow Up – Library Administrative Secretary Sean Faye
 - Food – Trustee Lippman will make arrangements for food; President Pearson said he would provide lemonade and ice water.
 - Paper Goods – Vice President Lue
 - Set Up – President Pearson suggested the set up should begin at 10am on 4/10/15. Trustee Thomas agreed to help. The Trustees agreed to also assist in cleaning up after the luncheon.
 - Introduction of Keynote Speaker – Director Fjeldsted asked Trustee Lippman to introduce Linda Deutsch and he agreed.

Secretary Penn asked for an itemized list for how funds will be spent for this luncheon. Kristen Dubé said the Friends have a paid bookkeeper on their Board who will assist in maintaining these records. Director Fjeldsted added that any additional expenses would be sent in a payment request to the City's Finance Department and come out of the Trustees' account in the Library's Budget.

1. **2015 Friends Budget** – Friends Secretary Dubé said that the Friends Budget varies slightly from year to year. Every month the Library Staff receives a report of what was spent. Director Fjeldsted sends requests to the Friends' bookkeeper, Rose Barron, to have checks issued to those involved with Library-sponsored events such as Author Nights. Director Fjeldsted added that the Friends also pay for software improvements to the Library. Secretary Dubé praised the grants Director Fjeldsted has written, made payable to the Friends. Secretary Dubé added that film location scouts often make donations to the Friends when they rent the Community Room.

[Trustee Andy Lippman left the Board of Trustees Meeting at 8:18 p.m.]

2. **2014/15 Library Budget** – Director Fjeldsted stated that the 2015/2016 Budget is being developed, using the 2014-2015 Budget as a starting point, calculated with some difference to

address the Library's anticipated projects, such as was done last year for the re-painting of the Library's exterior and the re-carpeting of the second floor. These projects have been applied for using Supplemental Budget requests. Public Works is currently seeking vendors to bid for these projects. This year Director Fjeldsted will request the following: a larger drain by the back door of the Library as it is susceptible to flooding during rainstorms; a Supplemental Request to have the interior of the Library re-designed; and he will re-submit his request to upgrade the A/V equipment in the Community Room. This last request had been initially approved last year, yet didn't make it through final approval in the Budget process. Director Fjeldsted will bring the Board a draft of the proposed budget before it goes to City Council for final approval. Director Fjeldsted informed the Board that there is a "rainy day" fund of approximately \$45,000 comprised of funds from the Mullen Estate and the Romine Trust that were partially used for the "Children's Hour" Restoration project. This fund is kept by the City, but the Trustees control it.

3. **LBT Binder & Handbook Distribution** – President Pearson remarked that the Board of Trustees manuals and the handbooks distributed to each Trustee would inform them of how the Trustees function within the City and provide much useful information. President Pearson encouraged the Board to become familiar with the materials. Director Fjeldsted said that some of the information is dated, but still useful.
5. **California Public Library Association Annual Conference – 3/14/15** – President Pearson commented that the Conference was the coming weekend and that he would not be able to attend. Director Fjeldsted informed the other Trustees that it would be a valuable conference if they were available.
6. **Brown Act** – Director Fjeldsted and Administrative Secretary Faye attended Brown Act training in the Council Chambers with other Board Liaisons on 2/23/15. Director Fjeldsted said the City Attorney will coordinate a workshop for Board and Commission members in the near future.
7. **California Library Association Annual Conference – 11/6/15-11/8/15** – Director Fjeldsted said this will be held in the Pasadena Convention Center this year. There will be more information available in the summer regarding early registration. Director Fjeldsted said he expects there to be workshops for both Friends and Trustees.
8. **Strategic Plan** – President Pearson reminded the Board of his promise at the previous LBT Meeting on 2/12/15 that he would like to focus on Goal #1 at the next LBT Meeting on 4/9/15. Director Fjeldsted stated that the Library is currently working under the 2011-2015 Strategic Plan and that he will request that the next Library Operations Study consultant be retained to also serve as the consultant for Strategic Planning, since that person will already be familiar with the staff and the facilities. Mayor Pro Tem Mahmud said she expected an RFP for the new Library consultant to be issued very soon.
9. **Ontario Convention Center "Serving With a Purpose" Workshop – 5/13/15** – Friends Secretary Dubé highly recommended this workshop, and said it was a great opportunity to break into groups, share ideas and network with Trustees and Friends from other libraries. Friends Secretary Dubé will attend again this year.
10. **"Future Libraries"** – President Pearson praised the "Future Libraries" handout presented by Director Fjeldsted and said it showed great vision of where libraries are going. He encouraged the rest of the Board to familiarize themselves with the material.

11. **Fundraising and White Wine Subcommittee** – President Pearson said they have not met yet. Secretary Penn said she would try to schedule a time for the committee to meet next week.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Pearson reminded the Board that the completed Form 700 – Statement of Economic Interests for each of them is due to City Hall on 4/1/15. Mayor Pro Tem Mahmud added that an electronic version is available.

Trustee: None to report.

City Council Liaison: Mayor Pro Tem Diana Mahmud stated that the City Council hasn't made a decision yet regarding the possible placement of the Utility Tax initiative on the November ballot. She expects a decision soon. Mayor Pro Tem Mahmud expressed concern about potentially confusing the voters which could jeopardize Measure L's passage. Director Fjeldsted emphasized how important both the Utility Tax and Measure L are to the library, as they comprise 30% of the budget.

Friends Representative: None to report.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: None to report.

Director of Library, Arts & Culture:

- Director Fjeldsted said he attended a Public Library Director's Conference in Ontario, CA on 3/3/15 and 3/4/15. The new State Librarian made a wonderful presentation and has a background in journalism. Director Fjeldsted was appointed to a State-wide Task Force to work on Public Library marketing and considered it a great honor.
- 3/6/15 was "Day in the District" and Director Fjeldsted met with Senator Carol Liu in her Glendale office and met with Assemblyman Chris Holden.
- The Friends have donated 100 copies of the Jane Apostol South Pasadena History books to the School District for students studying local history and an additional 30 copies will be given to the Marengo School District.
- 3/6/15 was also "Read Across America Day" and several staff members, including Director Fjeldsted, read to students at Arroyo Vista school in the morning.
- The Eclectic Music Festival will be on 5/2/15. A major headliner recently cancelled due to health issues and the search for a replacement is underway.
- The Arts Crawl was a great success. Mark Hatch's jazz group performed and nearly all of the Friends' 300 art books selected sold, as well as most of the donated jazz CDs. There are plans for another Arts Crawl event soon.
- On 3/19/15 there will be a screening of "Sullivan's Travels" starring Veronica Lake and Joel McCrea, who grew up in South Pasadena. Wyatt McCrea, his grandson, will give the introduction along with South Pasadena actor Dean Ghaffari.
- On 3/30/15 there will be a screening of the dramatic film, "Cesar Chavez," which premiered in 2014.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 4/9/15 in the Ray Bradbury Conference Room in the Library at 7 p.m.

ADJOURNMENT: The regular meeting of March 12, 2015 was adjourned at 8:53 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President